

Page Denied

Next 2 Page(s) In Document Denied

DD/A Registry
File *Approp Budget*

DD/A 75-3785

12 AUG 1975

MEMORANDUM FOR: Director of Personnel

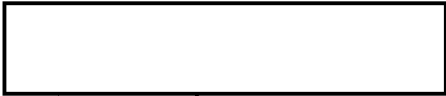
SUBJECT : OMB Policy Guidance for FY 1977

REFERENCES : A. Memo from Comptroller to DD/A Dtd.
7 August 1975; Subject: Same as Above
B. Memo from Deputy Associate Director,
National Security Division, OMB to
Comptroller Dtd. 23 July 1975;
Subject: Same as Above

1. Attached for your information and action as required are copies of References A. and B.

2. It is requested that you assume the action of compiling the necessary information requested in Reference A., paragraph 2. Your memorandum is required in this office by 4 September in order that it may be forwarded to the Comptroller with the FY 1977 budgets which are due 5 September.

3. It is also requested that you carefully review the funds being requested for sub-object class 21 (Travel and Transportation of Persons). All travel should be held to a minimum and non-essential travel should be eliminated. It is also essential that sound, clear justification be provided for any increases requested for FY 1977 over FY 1975.


Assistant for Resources
to the DD/A


STAT

Attachments as stated

MORI/CDF Pages 1 & 2

Distribution:

0 - Addee w/atts	1 - PS w/atts
1 - DD/A Subject w/atts ✓	1 - GFD w/o/atts
1 - DD/A Chrono w/o/atts	

AR/DDA,  lt (12 August 1975)

STAT

DD/A 75-3785

12 AUG 1975


MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Joint Computer Support
Director of Logistics
Director of Medical Services
Director of Security
Director of Training

SUBJECT : OMB Policy Guidance for FY 1977

REFERENCES : A. Memo from Comptroller to DD/A Dtd.
7 August 1975; Subject: Same as Above
B. Memo from Deputy Associate Director,
National Security Division, OMB to
Comptroller Dtd. 23 July 1975;
Subject: Same as Above

1. Attached for your information and action as required are copies of References A. and B.

2. It is requested that you carefully review the funds being requested for sub-object class 21 (Travel and Transportation of Persons). All travel should be held to a minimum and non-essential travel should be eliminated. It is also essential that sound, clear justification be provided for any increases requested for FY 1977 over FY 1975.


Assistant for Resources
to the DD/A

STAT

Attachments as stated

Distribution:

0 - D/CO w/atts	1 - DD/A Subject w/atts ✓
1 - Ea other addressee w/atts	1 - DD/A Chrono w/o/atts
1 - PS w/atts	1 - GFD Chrono w/o/atts

AR/DDA/  1yt (12 August 1975)

STAT

SECRET

DD/A 75-3744
COMPT 25-1047

7 AUG 1975

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT: OMB Policy Guidance for FY 1977

1. Attached for your information is a copy of a letter to the Comptroller from the Deputy Associate Director, National Security Division of OMB containing policy guidance for our FY 1977 budget presentation. We plan to defer dealing with the SIGINT transfer question until FY 1978 and, notwithstanding the lower dollar planning target in the letter, we will go forward with the FY 1977 level approved by the Director after the Program Review with the Management Committee on 26 July 1975. There are a number of issues, however, which we must be prepared to address in our FY 1977 Budget submission to OMB.

2. With respect to supergrade positions, for example, we should be able to identify any which have been given up or will be given up during FY 1976 and 1977; we will need to be prepared to answer such questions as why, with the steady contraction of the overall employee population, we have not had a proportionate reduction in supergrade positions; and we will need to justify the retention of those we have retained. We will also need information about actions taken and planned to enhance the quality of career executives. The Deputy Director for Administration is requested to compile information which will permit us to deal adequately with these issues, calling on the other Directorates for any assistance he might require.

25X1

This document may be down-
graded to Unclassified
when enclosure is detached

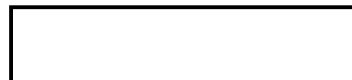
SECRET

SECRET

3. The Administrative Officer to the Director is requested to compile information about the Equal Employment Opportunity Program called for in the OMB letter, and any legislative proposals which may be in process of development for the next session of Congress.

4. Finally, we will have to be in a position to identify reductions taken as offsets to new and expanding programs, and we will have to be able to justify any significant increases in proposed travel. Data for Object Class 21 contained in the FY 1977 Program submissions, for example, shows projected increases in travel and transportation for FY 1977 over FY 1975 of 131.4 percent in the Office of the Director; 84.8 percent in the Intelligence Directorate; 25.7 percent in the Administration Directorate; and 6.9 percent in the Science and Technology Directorate. These increases are offset to some degree by a 12.9 percent reduction in the Operations Directorate, presumably related to the change in South East Asia. Despite this reduction, however, the overall Agency program for travel and transportation shows a net increase.

5. You are requested to address these issues in conjunction with your FY 1977 Budget submissions which are due in the Office of the Comptroller 5 September 1975.



JOHN D. IAMS
Comptroller

25X1

Attachment:
As stated

SECRET

Approved For Release 2006/10/12 : CIA-RDP84-00780R006300030004-8

Page Denied

Next 2 Page(s) In Document Denied

DD/A Registry
File *Personnel 5*

DD/A 75-3866

15 AUG 1975

MEMORANDUM FOR: Director of Personnel

SUBJECT : Resources for Executive Development
in FY 1977

REFERENCES : (a) Memo dtd 14 Aug 75 to DD/A fr
Comptroller; same Subject

(b) OMB Bulletin No. 76-2 dtd 1 Aug 75;
same Subject

Attached for your information and action are references (a) and (b). The action requested herein replaces the action contained in DD/A 75-3785, dated 12 August 1975, relating to "information about actions taken and planned to enhance the quality of career executives."

(SIGNED)


Assistant for Resources, DD/A

STAT

Atts: as stated

DDA/PS:WEB:j1 (15 Aug 75)

Distribution:

- Orig - Adse w/Atts
- ☒ - DD/A Subj w/Atts
- 1 - DD/A Chrono w/o Atts
- 1 - PS Chrono w/o Atts

ADMINISTRATIVE-INTERNAL USE ONLY

DD/A

14 AUG 1975

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT: Resources for Executive Development in Fiscal
Year 1977

Jack:

1. Attached is OMB's annual request (Bulletin No. 76-2, dated August 1, 1975) for information on resources programmed for our executive development program. Your Directorate responded to the similar request (OMB Bulletin No. 75-4) last year in a letter dated 11 September 1974, and although that response did not follow the prescribed format, it apparently was accepted by OMB as satisfying its requirement. Please prepare a response to the current requirement and forward it to this office for transmittal to OMB.

2. This year, in addition to making its annual routine request for information on executive development, OMB has made specific reference to this subject in its annual guidance letter (a copy of which was forwarded to you with my memorandum of 7 August). This fall, according to its guidance letter, OMB will review our plans for enhancing the quality of career executives with particular attention to the resources allocated for this purpose. In view of this new emphasis, I suggest you might wish to consider whether the Agency response to the attached OMB Bulletin 76-2 should be a bit more specific than in the past and whether it would be practical and feasible to provide the data requested in the format prescribed. To the extent possible, the Agency response should be consistent with our Budget submission, and the Director of Personnel should be prepared to address this issue during hearings with our OMB examiner on our FY 1977 Budget.

ADMINISTRATIVE-INTERNAL USE ONLY

ADMINISTRATIVE-INTERNAL USE ONLY

3. If either I or my staff can be of assistance in helping with preparation of the response to the OMB requirement, please let me know. Note that our response is due to OMB by September 15, 1975.



JOHN D. IAMS
Comptroller

STAT

Attachment:
OMB Bulletin No. 76-2

ADMINISTRATIVE-INTERNAL USE ONLY



EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

BULLETIN NO. 76-2

August 1, 1975

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Resources for executive development in fiscal year 1977

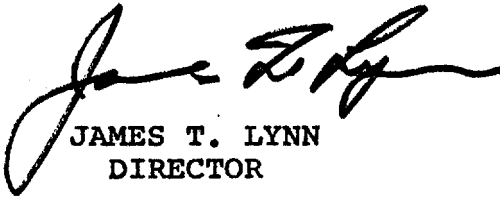
1. Purpose. This Bulletin provides instructions for the submission of information concerning the resources for executive development provided for in the departments' and agencies' fiscal year 1977 budget submissions.

2. Background. In accordance with the responsibilities of the Office of Management and Budget (OMB), a joint effort to strengthen systems within the departments and agencies for the selection, counseling, development, and utilization of career executives has been undertaken by OMB and the Civil Service Commission. To this end, in 1973 and 1974, OMB requested, through Bulletins 74-1 and 75-4, submission by each department and agency of specific information concerning executive development resources provided in their budget submissions; this data was reviewed in conjunction with other budgetary considerations. As a basis of comparison, and to assure sufficiently high priority and adequate resources for executive development, OMB is hereby requesting a similar report on the fiscal year 1977 budget submission.

3. Reporting Requirements. Each department and agency with more than 100 full-time permanent employees is requested to submit to the Office of Management and Budget by September 15, 1975, two copies of a report in the format shown in Attachment 1 indicating the resources contained in the fiscal year 1977 budget request which are intended to finance its executive development efforts and two copies of a supplementary report describing its executive development program in accordance with instructions outlined in Attachment 2. In addition, those departments listed in Attachment 3 are requested to submit resource plans in the format shown in Attachment 1 for all major sub-organizations, e.g., bureaus, commands and the supplementary report outlined in Attachment 2 should include information breakdowns for all major bureaus and commands.

4. Rescission. This Bulletin is rescinded following receipt of the September 15, 1975 report.

5. Inquiries. Inquiries and requests for assistance with regard to this Bulletin should be addressed to the Executive Development and Labor Relations Division, Office of Management and Budget, telephone: (202) 395-6917, (Code 103).



JAMES T. LYNN
DIRECTOR

Attachments

INSTRUCTIONS

A report will be submitted in the format of the attached exhibit and in accordance with the following instructions:

Column I--Incumbents in Grade

Indicate the total number of full-time, permanent incumbents in the grade specified as projected for July 1, 1976.

Column II--Managers for Special Development

Indicate the total number of managers for GS-13, 14, and 15's that fall into the following categories:

1. those assigned to their first managerial position during FY 75.

2. those reassigned from one managerial position to another in FY 75.

3. the additional number of high potential employees at the GS-13 - 15 level whose development is necessary to meet agency executive manpower needs.

Column III--Short-Term Management Training

Indicate the estimated number of participants, man-days and obligations for short-term (less than 120 days) management training in either a government or nongovernment facility. Management training is viewed as formal training in management related subjects, i.e., management systems, administrative organization, manpower planning (as opposed to those subjects more closely related to a technical or occupational specialty). The estimated obligations are all funds to be directly used for training such as tuition, fees, travel, and per diem. This will not include salaries and fringe benefits of trainees.

Column IV--Long-Term Management Training

Indicate the estimated number of participants, man-months and obligations for management training (defined above) requiring attendance for 120 days or more in either a government or nongovernment facility. The estimated obligations should refer to all funds used directly for training as described above.

Column V--Within Agency Developmental Assignment

Indicate the estimated number of participants, man-weeks, and if appropriate, obligations for within agency developmental assignments. A developmental assignment is defined here as any reassignment or detail or other temporary assignment in which the development of the individual is a predominant consideration, and which takes place within the agency (as defined in Circular A-11, Section 11.2). In the case of reassignments the first six months may be considered developmental; the total period of details and temporary assignments should be counted. Estimated obligations considered appropriate to report would be funds directly related to the developmental assignment such as relocation, travel, per diem, etc. This will not include salaries and fringe benefits.

Column VI--Out-of-Agency Developmental Assignment

Indicate the estimated number of participants, man-weeks and, if appropriate, obligations for out-of-agency developmental assignments. An out-of-agency developmental assignment is a temporary assignment in which the development of the individual is a predominant consideration and which takes place outside of the individual's own department; i.e., another Federal agency, a State or local government agency, an international agency, or a nongovernment enterprise, such as a business concern. An assignment as part of an interchange or Fellows Program is a mobility assignment and would be considered an out-of-agency developmental assignment. Estimated obligations considered appropriate to report would be the same as previously mention in "V."

Column VII--Administrative Expenses

Indicate the estimated obligations for administrative expenses to be incurred directly in the operation of the executive development program in fiscal year 1976. "Personnel" obligations would be the total salaries (not including fringe benefits) of all those who spend more than 50 percent of their time in administrative efforts directly relating to the executive development program. "Other" obligations should be itemized and briefly described. "Other" obligations would be all those administrative obligations, other than personnel, which are incurred directly in the administration of the executive development program. This category might include such items as executive development center facilities, travel by executive development officers for purposes directly related to the executive development program, etc.

Attachment

EXECUTIVE DEVELOPMENT
Fiscal Year 1977

I Incumbents In Grade	II GS 13-15 Managers for Special Development	III Management Training Short Term			IV Management Training Long Term			V Developmental Assignment Within Agency			VI Developmental Assignment Out of Agency		
		Number	Man Days	Obligations	Number	Man Months	Obligations	Number	Man Weeks	Obligations	Number	Man Weeks	Obligations
GS 13													
GS 14													
GS 15													
GS 16	XX												
GS 17	XX												
GS 18	XX												

VII. Administrative Obligations for Executive Development Programs:

Personnel _____ (Estimated man-years _____)

Other _____

Instructions

A report will be submitted in duplicate describing the department's or agency's executive development program. The report should be no longer than three pages and should include the following information:

- A brief description of the executive development approach used by the organization, with special attention to the system used to identify and select high potential individuals.
- Program initiatives that would account for differences between the resource plan for fiscal year 1977 and the resource plan for fiscal year 1976 submitted in response to OMB Bulletin 75-4.
- An assessment of the EEO aspects of the executive development program particularly as it relates to the development of GS 13 and 14 minorities and women as potential candidates for future executive positions, and plans for improving the EEO aspects of the executive development program.

Department of Agriculture
Department of the Air Force
Department of the Army
Department of Commerce
Department of Health, Education
and Welfare
Department of the Interior
Department of Justice
Department of Labor
Department of the Navy
Department of Transportation
Department of the Treasury